

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE Y - T&M		PAGE OF PAGES 1 of 2	
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 2001 AUG 16		4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY ASC/CXCK CODE USAF/AFMC HQ AERONAUTICAL SYSTEMS CENTER WRIGHT-PATTERSON AFB OH 45433-7233 JENNIFER J. HERNDON (937) 255-7003 X4647 Jennifer.Herndon@wpafb.af.mil		FA8622		7. ADMINISTERED BY (If other than Item 6) CODE DCM DAYTON AREA C BUILDING 30 1725 VAN PATTON DRIVE WRIGHT-PATTERSON AFB OH 45433-5302		S3605A	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) BTAS, INC. 3572 DAYTON-XENIA ROAD, SUITE 210 BEAVERCREEK OH 45432 (937) 431-9431 GREENE COUNTY See DD254 for Cleared Address CODE 07GB6 FACILITY CODE				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. GS23F0131K F33657-01-F-8032	
						10B. DATED (SEE ITEM 13) 18 JUN 2001	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(X)							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: () THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Paragraph F-5 of BPA F33657-00-A-0024 and Mutual Agreement of the Parties							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) SUBJECT: Revision of SOW CHANGE IN PRICE: \$0.00 (None) CHANGE IN OBLIGATION: \$0.00 (None) BPA: F33657-00-A-0024 Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF SIGNER (Type or print) SHIRLEY A. KAMINSKI Contracting Officer			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED 30-105		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 2001 OCT 30	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

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STANDARD FORM 30 (REV.10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

1. In accordance with Paragraph F-5 of BPA F33657-00-A-0024 and "Mutual Agreement of the Parties", order F33657-01-F-8032 is hereby amended to revise paragraph 1 & 2 of the Statement of Work (SOW) entitled "Statement of Work for Joint Modeling and Simulation Systems (JMASS) Administrative Support" dated 16 May 2001 as set forth in attachment 1 revised SOW dated 16 Aug 2001.

a. Paragraph 1 of the basic task order SOW should read "The objective of this procurement is to provide administrative support and management operations support for a variety of programs within the Aging Aircraft SPO" in lieu of "The objective of this procurement is to provide administrative support and management operations support for a variety of programs within the Joint Modeling and Simulation Systems Office (JMASS), ASC/AAJ".

b. Paragraph 2 of the basic task order SOW should read "The contractor shall provide a range of administrative management and management operations support required in the management and sustainment of programs within Aging Aircraft SPO, with particular emphasis in the JMASS Program Office. The contractor will serve in the capacity of office administrator and, as such, will interface with personnel internal and external to the SPO and support the operational needs of the program manager" in lieu of "The contractor shall provide a range of administrative management and management operations support required in the management and sustainment of programs within the JMASS Program Office. The contractor will serve in the capacity of office administrator and, as such, will interface with the users and support the operational needs of the program manager".

2. This Supplemental Agreement constitutes a full and equitable adjustment and the Contractor releases the Government from any and all liability under the contract for further equitable adjustments arising out of or in connection with the changes effected hereby.

**FOR
JOINT MODELING AND SIMULATION SYSTEMS (JMASS)
ADMINISTRATIVE SUPPORT
16 AUG 2001**

1.0 OBJECTIVE

The objective of this procurement is to provide administrative support and management operations support for a variety of programs within the Aging Aircraft SPO.

2.0 SCOPE

The contractor shall provide a range of administrative management and management operations support required in the management and sustainment of programs within Aging Aircraft SPO, with particular emphasis in the JMASS Program Office. The contractor will serve in the capacity of office administrator and, as such, will interface with personnel internal and external to the SPO and support the operational needs of the program manager.

3.0 LOCAL OFFICE

Accomplishment of the tasks under this delivery order shall be at ASC/AAJ, Building 28 (office location is subject to change), Wright-Patterson Air Force Base (and other on-base sites as required, such as source selection). The contractor shall perform the tasks during regular working hours, Monday through Friday.

4.0 REQUIREMENTS

4.1 The contractor shall develop and maintain various spreadsheets and databases to contain program data necessary for the efficient management of the JMASS program and create documentation for general use of the associated computer products.

4.2 The contractor shall update and redesign spreadsheets and databases as necessary to adapt them to program changes. This includes, but is not limited to, the travel tracking system that is currently in use in the JMASS Program Office. In addition, the contractor shall ensure that team members are apprised of the location of spreadsheets and databases and are provided with training necessary in order to make updates, should the contractor become unavailable for an extended period of time.

4.3 The contractor shall support the development of program documentation and correspondence by planning input from various sources, editing in accordance with Air Force instructions and guidance, publishing, and distributing to intended recipients. This includes, but is not limited to Monthly Activity Reports, Weekly Activity Reports, Historical Reports, etc.

4.4 The contractor shall convert and combine data from various sources for digital filing in the various program documentation databases. The contractor shall maintain the JMASS Program Office files in the shared drive.

4.5 The contractor shall prepare or provide expert guidance in the preparation of all pertinent forms needed to facilitate travel, perform evaluations, and request training for JMASS team members. The contractor shall maintain a file of master copies of all forms necessary in running the program office.

4.6 The contractor shall train and assist newcomers with the JMASS program office procedures and provide updates to all team members when procedures change.

4.7 The contractor shall prepare and edit briefing charts using data provided by team members or personally researched data and assist in the presentation of briefings.

4.8 The contractor shall provide guidance and expertise in the general use of computer equipment and software.

4.9 The contractor shall assist in the maintenance of the JMASS web pages as required by reviewing information contained within the pages for currency, and using commercial web page development software, update and submit new data for the web pages, and provide minor redesigns as necessary to adapt to changing program requirements.

4.10 The contractor shall assist in improving office management processes to provide more efficient and timely support,

identifying processes in need of improvement, and proposed enhancements to program office management when identified. Subsequently, the contractor shall develop and maintain a management support procedures manual.

4.11 The contractor shall provide travel management support by initiating travel orders, making travel arrangements, providing travel itineraries, completing visit requests, and assisting team members in all matters related to official travel. General level of activity will be approximately ten trips per month.

4.12 The contractor shall pick up and distribute mail within the JMASS program office, process classified mail, answer telephones, send messages, maintain and organize files, retrieve filed documents, update office calendars, arrange conference rooms, and perform any other general office functions as required.

4.13 The contractor shall summarize and report on major activities accomplished during the month (DI-MGT80368/T).

5.0 GENERAL

5.1 Security Classification. Access to classified information no higher than SECRET may be required for this delivery order.

5.2 Place of Primary Performance. The primary place of performance shall be within the government-furnished facilities which are currently located in Building 28 (but are subject to change) Wright-Patterson Air Force Base.

5.3 Hours of Work. The contractor work hours will be a standard defined schedule consistent with the standard work schedule of the JMASS Program Office (regular work hours, Monday through Friday).

5.4 Government Furnished Equipment. The Government will provide the contractor with the facilities, office supplies, system hardware, system software, and communication (including telephones and electronic mail) resources necessary to accomplish the tasks defined in this Delivery Order.

6.0 COGNIZANT OFFICE

The Functional Area Evaluator (FAE) is Lt. Col. Richard Hoeferkamp, (937) 255-3969, ext. 3745, ASC/AAJ, 2145 Monahan Way (Bldg 28) WPAFB, OH. The delivery order will be delivered to the FAE and to Ms. Marvalyn Steggemann at ASC/AAJ, (937) 255-3969 ext. 3570. The Functional Area Chief (FAC) for the contract under which this task is issued is Mr. Dan Christman, ASC/CDS at (937) 255-1783, ext. 4659.

7.0 TRAVEL

Travel is not mandatory under this delivery order.